



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 8600-DCM1024

Addendum No: 5

Date of Addendum: 10/07/2020

This addendum is to incorporate the following changes to the above referenced solicitation:

The City hereby has canceled the above-referenced solicitation for Court Reporting Services.

The solicitation will be rebid as soon as possible under the same name. Please contact buyer Diana McIntosh, at Diana.McIntosh@austintexas.gov, for questions or further information.

BY THE SIGNATURES affixed below, Addendum No. 5 is hereby incorporated and made a part of the above referenced solicitation.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

Diana C. McIntosh, Procurement Specialist II
Name

Authorized Signature

City of Austin Purchasing Office – Log of Offers Received

Solicitation Number: IFB 5700 DCM1024



IFB Disclaimer: The information contained on the following bid sheets are for information only and does not constitute actual award/execution of a contract.



RFP/RFQS Disclaimer: The contents of a proposal shall remain confidential until a contract is awarded. This log of offers is for information purposes only and does not constitute actual award/execution of a contract.

For more information, you
Phone – 512-974-2500
Email – Purchase@austintexas.gov
Physical Address – 124 W
Hours of Operation – Mon

Vendor Name	Date Received	Type of Response (eResponse / Physical)
1. Givens Court Reporting	9/11/2020	eResponse
2. Veritext Legal Solutions	9/28/2020	eResponse
3.		
4.		
5.		
6.		
7.		
8.		

 Lezlee Perkins

Digitally signed by Lezlee Perkins
DN: cn=Lezlee Perkins, o, ou,
email=Lezlee.Perkins@austintexas.g
ov, c=US
Date: 2020.09.29 15:26:40 -05'00'

This certifies the response was received prior to the solicitation closing.



**PRICING SUBMITTAL
COURT REPORTING SERVICES**
*****Revision 1 - Revised 9/10/2020 *****

SOLICITATION NO.: **IFB 5700-DCM1024**

BUYER: **Diana McIntosh**

Special Instructions:

Offerors must use this Pricing Submittal to submit pricing. Be advised that altering the Pricing Submittal or taking exceptions to any portion of the solicitation will jeopardize acceptance of your Offer.

There are no minimum quantities available or associated with this Invitation for Bid.

Court Reporting Services are on an as-needed-basis and payment will be based upon actual services provided. This scope of work establishes the minimum requirements for these services. The Contractor shall provide products and services as described herein.

Unit Prices offered on this Pricing Submittal shall be all inclusive of fees not expressly allowed in the scope of work (i.e. Include per diem, binding, delivery charge, postage, e-transcript, initial fee, and administrative fees to unit price).

The Offeror shall not charge separately for administrative (unless annotated in the Price Submission), to deliver services or items to the Austin, Texas area. The Offeror shall provide all supplies, equipment, labor, materials, transportation, tools, and shipping necessary to perform the services required under this contract.

It is the City's preference to award a primary contract and back-up contract for the court reporting services. The back-up contractor will perform services when the primary contractor is not available.

This Invitation for Bid will be awarded to the contractor(s) who submit the lowest responsive responsible bid. Award shall be based on individual or groups of specific line items, cost, or any criteria deemed by the City to be most advantageous. The City also reserves the right to refrain from awarding any lines or group of specific line items as-a-result of this solicitation and, instead, award the entire contract to a Contractor available through a cooperative purchasing agreement.

CATEGORY 1 - COURT REPORTING SERVICES

1. Offers Must Submit a Price for Category 1;
2. A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item;
3. A bid of "no bid" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item.; and
4. A "no bid" or no response may be considered as non-responsive and will result in disqualification of the bid.

Item No	Labor	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
1.0	<u>In Person - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 5.75	\$ 5.75
1.1	<u>Remote - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 5.75	\$ 5.75
1.2	<u>In Person - Transcription Services for Depositions</u> Costs for preparing original with 1 certified transcript and word index, including full and condensed electronic transcript.	Per Page	1	\$ 5.05	\$ 5.05
1.3	<u>Remote - Transcription Services for Depositions</u> Costs for preparing original with 1 certified transcript and word index, including full and condensed electronic transcript.	Per Page	1	\$ 5.05	\$ 5.05
1.4	<u>Exhibits</u> - Scanned/Searchable/OCR	Per Page	1	\$ 0.30	\$ 0.30
1.5	Transcription of Audio/Video Recording	Per Page	1	\$ 6.25	\$ 6.25

1.6	<u>In Person - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 95.00	\$ 95.00
1.7	<u>Remote - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 75.00	\$ 75.00
1.8	Synchronizing Transcripts	Per Page	1	\$ 1.75	\$ 1.75
1.9	Additional Certified Transcript Copies	Per Page	1	\$ -	\$ -
1.10	Appearance / Attendance Fee	Per Hour	1	\$ 125.00	\$ 125.00
1.11	Cancellation charge if less than 2 hour notice is given by City	Rate	1	\$ -	\$ -
1.12	Certificate of Non-appearance	Rate	1	\$ 30.00	\$ 30.00
SUBTOTAL FOR COURT REPORTING SERVICES =					\$ 354.90

CATEGORY 1 - RUSH SERVICES

1.13	Prepare and deliver within 1 business day	Per Page	1	\$ 4.00	\$ 4.00
1.14	Prepare and deliver within 2 business days	Per Page	1	\$ 3.00	\$ 3.00
1.15	Prepare and deliver within 3 business days	Per Page	1	\$ 1.50	\$ 1.50
SUBTOTAL FOR RUSH SERVICES =					\$ 8.50
TOTAL FOR CATEGORY 1 =					\$ 363.40

CATEGORY 2 - OPTIONAL COURT REPORTING SERVICES******* FOR INFORMATIONAL PURPOSES ONLY*******

1. The Legal Department may request the following additional Court Reporting Services throughout the term of the Contract;
2. Vendors shall have an option on whether to submit an offer for the court reporting services listed in Category 2;
3. The City may wish an Offeror to provide additional products throughout the term of the contract;
4. Items listed in Category 2 will not be used in the evaluation of the bid and there is no guarantee of purchase;
5. A bid of "no bid" or no response (space left blank) will be interpreted by the City that the Offeror does not wish to bid on that item in Category 2; and
6. A "no bid" or no response in Category 2 will NOT be considered as non-responsive and will NOT result in disqualification of the bid.

Item No	Labor	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
2.0	Realtime Transcript	Per Page	1		
2.1	Appellate Rates	Per Appeal	1	\$ -	\$ -
2.2	Arbitrations, Mediation Services - Initial Filing Fee	Filing Fee	1	\$ -	\$ -
2.3	Portable WIFI/4G Hot Spot - Half Day	Half Day	1	\$ -	\$ -
2.4	Portable WIFI/4G Hot Spot - Full Day	Full Day	1	\$ -	\$ -
2.5	Remote Participation	Unlimited Participants	1	\$ -	\$ -
2.6	Remote Live Streaming	Per Log In	1	\$ -	\$ -
2.7	Exhibits - Over Size Exhibit Copies	Per Page	1	\$ 0.35	\$ 0.35
2.8	Remote Exhibit Share	Rate	1	\$ 0.30	\$ 0.30
2.9	Tabs	Per Page	1	\$ 0.30	\$ 0.30
2.10	Weekend Holiday Rates	Per Hour	1	\$ 20.00	\$ 20.00
2.11	Wait Time (from scheduled start time)	Per Hour	1	\$ 30.00	\$ 30.00
2.12	Condensed Transcript	Per Page	1	\$ -	\$ -
2.13	Back-up Media Fee - (Floppy, CD, DVD, Flash Drive, Memory Card, other Form of Electronic Media)	Each	1	\$ 10.00	\$ 10.00
TOTAL FOR CATEGORY 2 =					\$ 60.95

CATEGORY 3 - NON-SPECIFIED SERVICES
******* FOR INFORMATIONAL PURPOSES ONLY*******

1. Pricing for this Category will not be used to determine award.
2. The Legal Department may request additional legal services that are not specifically defined in this IFB.
3. In the event that additional services are requested and the contractor agrees to provide the services, the contractor must present to the Legal Department an associated costs for approval prior to the proceeding.
4. Please list any additional related services your Company can offer the City along with an associated labor rate, discount off retail price or mark-up to costs for the listed services.
5. Information in this Category will not be evaluated, and the City does not guarantee the purchase of any additional services.
6. Revisions to the prices may only be adjusted using the Published Price Lists provision in the Terms and Conditions.

Item No.	Item Description	Unit of Measure	Unit Price
3.1	Travel time outside of Travis County	hour	\$ 50.00
3.2			\$ -
3.3			\$ -
3.4			\$ -

DELIVERY REQUIREMENTS

Yes. Can meet 10-day delivery requirements

Reason for not being able to meet delivery requirements:

<u>COMPANY NAME:</u>	Givens Court Reporting
<u>EMAIL ADDRESS:</u>	Givens Court Reporting



**PRICING SUBMITTAL
COURT REPORTING SERVICES**
*****Revision 1 - Revised 9/10/2020 *****

SOLICITATION NO.: **IFB 5700-DCM1024**

BUYER: **Diana McIntosh**

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Item No	Labor	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
1.0	<u>In Person - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 7.45	\$ 7.45
1.1	<u>Remote - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 7.45	\$ 7.45
1.2	<u>In Person - Transcription Services for Depositions</u> Costs for preparing original with 1 certified transcript and word index, including full and condensed electronic transcript.	Per Page	1	\$ 5.35	\$ 5.35
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1.4	<u>Exhibits</u> - Scanned/Searchable/OCR	Per Page	1	\$ 0.45	\$ 0.45
1.5	Transcription of Audio/Video Recording	Per Page	1	\$ 6.00	\$ 6.00

1.6	<u>In Person - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 125.00	\$ 125.00
1.7	<u>Remote - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 125.00	\$ 125.00
1.8	Synchronizing Transcripts	Per Page	1	\$ 2.50	\$ 2.50
1.9	Additional Certified Transcript Copies	Per Page	1	\$ 3.40	\$ 3.40
1.10	Appearance / Attendance Fee	Per Hour	1	\$ 50.00	\$ 50.00
1.11	Cancellation charge if less than 2 hour notice is given by City	Rate	1	\$ 395.00	\$ 395.00
1.12	Certificate of Non-appearance	Rate	1	\$ 395.00	\$ 395.00
SUBTOTAL FOR COURT REPORTING SERVICES =					\$ 1,127.95

CATEGORY 1 - RUSH SERVICES

1.13	Prepare and deliver within 1 business day	Per Page	1	\$ 5.35	\$ 5.35
1.14	Prepare and deliver within 2 business days	Per Page	1	\$ 4.81	\$ 4.81
1.15	Prepare and deliver within 3 business days	Per Page	1	\$ 4.28	\$ 4.28
SUBTOTAL FOR RUSH SERVICES =					\$ 14.44
TOTAL FOR CATEGORY 1 =					\$ 1,142.39

CATEGORY 2 - OPTIONAL COURT REPORTING SERVICES******* FOR INFORMATIONAL PURPOSES ONLY*******

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Item No	Labor	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
2.0	Realtime Transcript	Per Page	1	\$ 1.95	\$ 1.95
2.1	Appellate Rates	Per Appeal	1	\$ -	\$ -
2.2	Arbitrations, Mediation Services - Initial Filing Fee	Filing Fee	1	\$ -	\$ -
2.3	Portable WIFI/4G Hot Spot - Half Day	Half Day	1	\$ 225.00	\$ 225.00
2.4	Portable WIFI/4G Hot Spot - Full Day	Full Day	1	\$ 125.00	\$ 125.00
2.5	Remote Participation	Unlimited Participants	1	\$ 295.00	\$ 295.00
2.6	Remote Live Streaming	Per Log In	1	\$ -	\$ -
2.7	Exhibits - Over Size Exhibit Copies	Per Page	1	\$ -	\$ -
2.8	Remote Exhibit Share	Rate	1	\$ 295.00	\$ 295.00
2.9	Tabs	Per Page	1	\$ -	\$ -
2.10	Weekend Holiday Rates	Per Hour	1	\$ 100.00	\$ 100.00
2.11	Wait Time (from scheduled start time)	Per Hour	1	\$ 75.00	\$ 75.00
2.12	Condensed Transcript	Per Page	1	\$ -	\$ -
2.13	Back-up Media Fee - (Floppy, CD, DVD, Flash Drive, Memory Card, other Form of Electronic Media)	Each	1	\$ 40.00	\$ 40.00
TOTAL FOR CATEGORY 2 =					\$ 1,156.95

CATEGORY 3 - NON-SPECIFIED SERVICES

***** FOR INFORMATIONAL PURPOSES ONLY*****

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5. Information in this Category will not be evaluated, and the City does not guarantee the purchase of any additional services.
6. Revisions to the prices may only be adjusted using the Published Price Lists provision in the Terms and Conditions.

Item No.	Item Description	Unit of Measure	Unit Price
3.1	Concierge Technical Support	Hour	\$ 150.00
3.2	Court Filing Fees	Deposition	\$ 25.00
3.3	Admin Fee	Deposition	\$ 50.00
3.4	Med/Tech/Expert/Video reporter surcharge	Page	\$ 0.60

DELIVERY REQUIREMENTS

Delivery is required within 10 business days for items above. Except Rush Services.

Vendor can meet delivery requirements: YES NO (Explain below why vendor is unable to meet delivery requirements)

Reason for not being able to meet delivery requirements:

<u>COMPANY NAME:</u>	Veritext Legal Solutions
<u>EMAIL ADDRESS:</u>	kdurkee@veritext.com